

Housing Finance Authority of Leon County
August 23, 2018
Meeting Minutes

MEMBERS PRESENT: Mr. Tom Lewis, Chairman
Mr. Andrew Gay, Treasurer
Ms. Gail Milon
Mr. Mike Rogers
Mr. Allen Stucks

ADMINISTRATOR: Mr. Mark Hendrickson
Ms. Susan Leigh

HFA LEGAL COUNSEL: Mr. Mark Mustian

COUNTY STAFF: None

COUNTY ATTORNEY: None

GUESTS PRESENT: None

Call to Order by Chairman Lewis

With a quorum present, Chairman Lewis called the HFA meeting to order at 12:03 P.M.

Agenda Item #1: Membership Roll Call

Staff called the Membership Roll and attending members were Chairman Lewis, Treasurer Gay, Ms. Milon, Mr. Rogers, and Mr. Stucks. Both Dr. Sharkey and Ms. George had notified staff that they would not be attending the meeting, but neither gave the required 24-hour notice for an excused absence.

Agenda Item #2: Approval of the August 23, 2018, Agenda

Action Taken: Chairman Lewis called for a motion for approval of the August 23, 2018 Meeting Agenda. Mr. Stucks motioned to approve, and it was 2nd by Ms. Milon. Motion passed unanimously.

Agenda Item #3: Approval of the June 14, 2018 Minutes

Action Taken: Chairman Lewis called for a motion for approval of the June 14, 2018 Meeting Minutes. Mr. Stucks motioned to approve, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Agenda Item #4: Public Comment

There was no public comment.

Action Taken: No action taken

Agenda Items #5A-5C Financial Reports

Treasurer Gay presented the Financial Reports, including the budget, balance sheet, year-to-date expenditures and income, the backup materials, and the proposed expenditure and debit card approvals.

Action Taken: 5A & 5C Mr. Stucks motioned to accept the May 2018 Financial Statement, and to approve the proposed Expenditure and Debit Card Approval list, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Note: A copy of the Expenditure List is at the end of the minutes.

Agenda Item #6A & 6B: Audit Committee

Audit Committee Chairman Stucks presented the Report of the Audit Committee, including various recommendations related to the ranking, selection, and negotiations with an Auditor, Mr. Hendrickson and Mr. Mustian reported on the process that had been followed, and confirmed that all advice of counsel had been complied with. A discussion of the Audit Committee recommendations followed.

Action Taken: Mr. Stucks motioned to accept the recommended rankings of the Audit firms responding to the RFQ for Audit Services, and it was 2nd by Mr. Gay. Motion passed unanimously.

Mr. Stucks motioned to ratify the Finance Committee meeting as the Audit Committee, to direct staff and counsel to negotiate an engagement letter/contract with the top ranked proposer, and authorize the Chairman to execute, and was it was 2nd by Mr. Gay. Motion passed unanimously.

Mr. Stucks motioned to direct Mr. Mustian and Mr. Hendrickson to negotiate the contract at an amount not to exceed \$10,000 per year, and was 2nd by Mr. Gay. Motion passed unanimously.

Note: A copy of the Audit Committee recommendations is at the end of the minutes.

Agenda Item #7A: Emergency Repair Program

Mr. Hendrickson reported that the County had expended all funds budget by the HFA for the Emergency Repair Program for FY 17-18. He also reported that Mr. Lamy had submitted a memo requesting an advance of \$11,250 of the \$30,000 budgeted for FY 18-19, for use in the current fiscal year—due to emergency repairs needed at this time due to heavy rains. Mr. Hendrickson noted that this would require a budget amendment, which would be on the September HFA agenda. A discussion followed related to the County seeking funds from additional sources for emergency repairs.

Action Taken: Mr. Stucks motioned to approve the request from the County to advance \$11,250 of the \$30,000 budgeted by the HFA for Emergency Repairs in FY 18-19 for advance to the County in FY 17-18, and was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #7B: Real Estate.

Mr. Hendrickson reported on the current status of real estate available for sale, and noted that the County was scheduled to select a real estate broker in September.

Agenda Item #7C: Lakes at San Marcos Quarterly Occupancy Report

Mr. Hendrickson reported that the current occupancy at Lakes at San Marcos was 98%.

Agenda Item #7D Legal Update

Mr. Mustian reported on an agreement with the County attorney, wherein the HFA's General Counsel would handle all foreclosure actions related to DPA loans that were retained by the HFA in the Interlocal Agreement with the County.

Action Taken: Mr. Stucks motioned to approve execution of the agreement with the County Attorney, and was 2nd Mr. Gay. Motion passed unanimously.

Mr. Mustian distributed materials related to Sunshine and Ethics training and provided an overview for the Board.

Action Taken: None

Agenda Item #7E "To-Do" List

Mr. Hendrickson stated that the to-do list was in the Board Packet.

Action Taken: No Action Required.

Agenda Item #8A: New Business: Location of September 2018 HFA Meeting

Chairman Lewis offered to host the September HFA meeting at Casanas Village at Frenchtown Square, a 9% Housing Credit development.

Action Taken: The Board accepted the offer and directed Mr. Hendrickson to schedule and notice the meeting for that location (448 North Georgia Street).

Agenda Item # 8: Adjournment

This meeting was adjourned at 1:20 P.M.

Tom Lewis, Chairman

Jeffrey Sharkey, Secretary Date:

EXPENDITURE & DEBIT CARD APPROVALS: AUGUST 23, 2018

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
1041	The Hendrickson Company	Administrator	6-15-18 to 7-14-18	\$ 3,583.33
1042	The Hendrickson Company	Administrator	7-15-18 to 8-14-18	\$ 3,583.33
	The Hendrickson Company	Administrator	7-29-18 & 8-15-18	\$ 7,166.66
	The Hendrickson Company	Copying	8/17/2018	\$ 49.26
1046	The Hendrickson Company	Copying	8/23/2018	\$ 49.26
	Nabors Giblin & Nickerson	Legal	6-7-18 to 8-13-18	\$ 1,402.80
1044	Nabors Giblin & Nickerson	Legal	8/23/2018	\$ 1,402.80
1037	FLALHFA Travel: George	Travel	7/29/2018	\$ 398.82
1038	FLALHFA Travel: Sharkey	Travel	7/29/2018	\$ 288.33
1039	FLALHFA Travel: Lewis	Travel	7/29/2018	\$ 41.50
1040	FLALHFA Travel: Stucks	Travel	7/29/2018	\$ 64.09
1043	FLALHFA Travel: Rogers	Travel	8/16/2018	\$ 13.08
	Travel: FLALHFA	Travel	7/29/2018	\$ 805.82
	Emergency Repairs	Emergency Repairs	FY 17-18 Expenditures	\$12,648.57
1045	Leon County	Emergency Repairs	8/23/2018	\$12,648.57
DEBIT CARD	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	Jersey Mike's Subs	Operating Supplies: Lunch	6/20/2018	\$ 122.55
	Jersey Mike's Subs	Operating Supplies: Lunch	8/16/2018	\$ 106.91
	Office Depot	Copying		
	Office Depot	Copying		
	Office Depot	Operating Supplies: Dividers	8/17/2018	\$ 22.99

All items dated prior to 8-23-18 paid prior to Board meeting per Board direction to pay invoices with due dates prior to Board meeting

**Housing Finance Authority of Leon County Audit Committee
August 16, 2018
Meeting Minutes**

MEMBERS PRESENT: Mr. Allen Stucks, Chairman
Mr. Tom Lewis, Board Chairman
Mr. Andrew Gay, Treasurer
Dr. Jeffrey Sharkey, Secretary
Mr. Mike Rogers

ADMINISTRATOR: Mr. Mark Hendrickson
Ms. Susan Leigh

HFA LEGAL COUNSEL: Ms. Kerry Parsons

COUNTY STAFF: Mr. Kevin McCarthy

COUNTY ATTORNEY: None

GUESTS PRESENT: None

Call to Order by Chairman Lewis

With a quorum present, Chairman Stucks called the HFA meeting to order at 12:06 P.M.

Agenda Item #1: Membership Roll Call

Staff called the Membership Roll and attending members were Chairman Stucks, Board Chairman Lewis, Secretary Sharkey, Treasurer Gay, and Mr. Rogers.

Agenda Item #2: Ratification of RFQ and RFQ Provisions

Action Taken: Chairman Stucks called for a motion to ratify the RFQ for Audit Services and its provisions. Secretary Sharkey motioned to ratify, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Agenda Item #3: Discussion of RFQ Process

Action Taken: Ms. Parsons advised the Committee on the proper procedures and actions. Mr. Hendrickson explained the RFQ adoption, timing, publication, and receipt of responses. He also presented a matrix which included all selection criteria.

